

Access WebTA with MFA & Single Sign-On

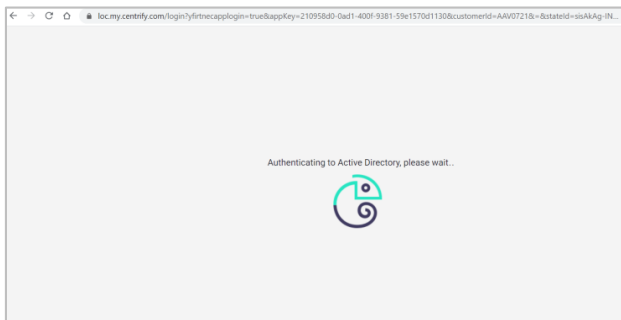
The Library has implemented multi-factor authentication (MFA) for WebTA – the automated time and attendance system. With MFA implemented, Library employees can access WebTA on the Library network using single sign-on, with no additional username or password required. Below is a step-by-step guide to use Single Sign-On with WebTA.

If you are not connected to the Library network, you can still access WebTA by using one of the Library's MFA authentication options. Below is a step-by-step guide for using MFA to access WebTA externally.

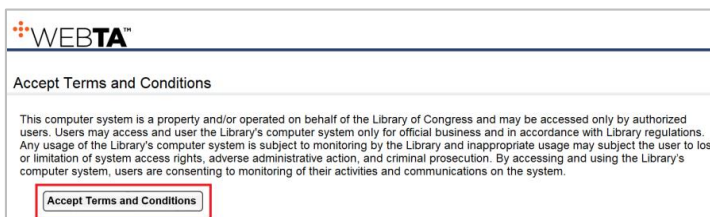
If you have issues logging-in to WebTA, contact HCD through the Human Capital Services Portal at [AskHCD](#).

Use Single Sign-On to Access WebTA on the Library Network

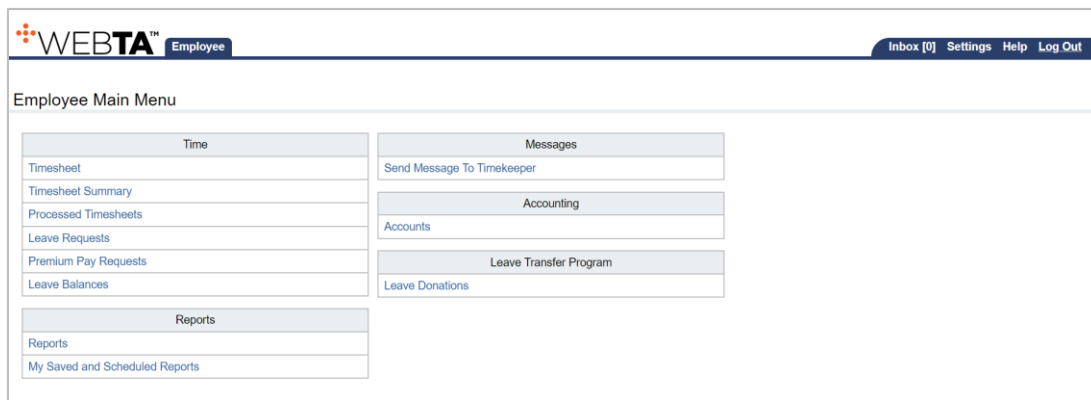
1. Ensure you are connected to the Library's network.
 - [Connect to VPN with PIV on Library-issued Laptop](#)
 - [Connect to VPN with Idaptive App on Library-issued Laptop](#)
 - [Connect to VPN with Idaptive App on Personal PC](#)
 - [Connect to VPN with Idaptive App on Personal Mac](#)
2. Open a web browser and visit WebTA: <https://cert.loc.gov/webta/>
3. The WebTA authentication screen will appear:



4. Click the **Accept Terms and Conditions** button:



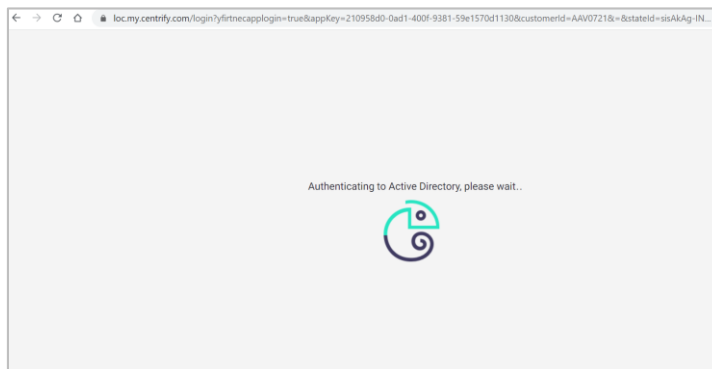
5. The WebTA homepage will be displayed:



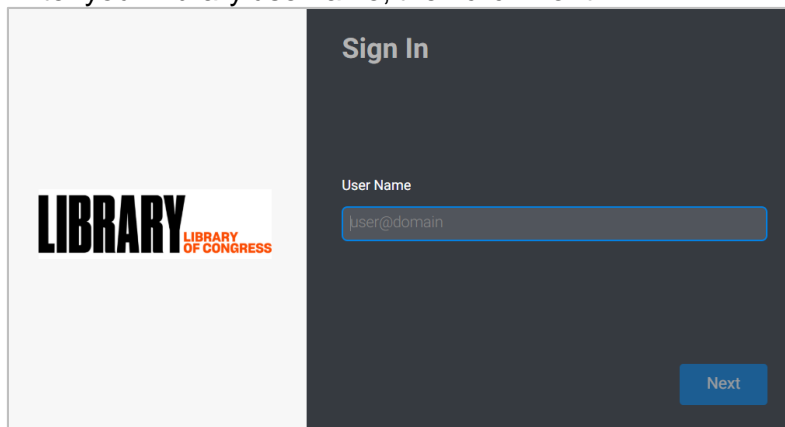
6. Use WebTA normally.

Access WebTA from Outside the Library Network with MFA

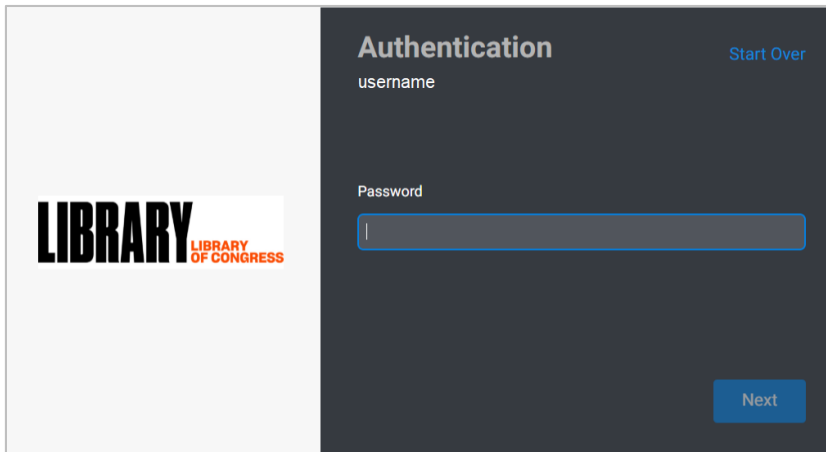
1. While not logged into the Library network, open a web browser and visit WebTA:
<https://cert.loc.gov/webta/>
2. The WebTA authentication screen will appear:



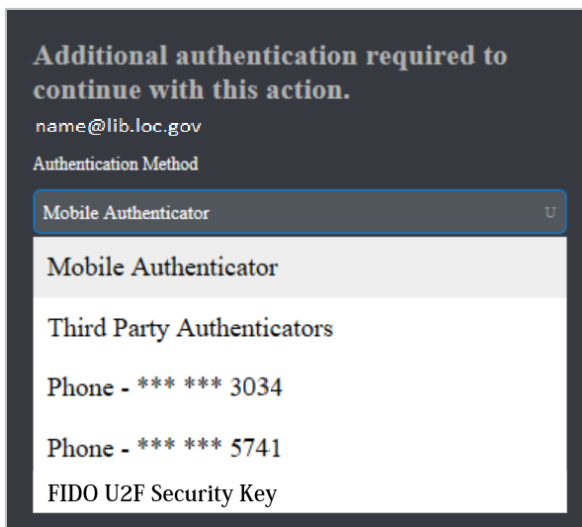
3. Enter your Library username, then click **Next**:



4. Enter your Library password, then click **Next**:

The image shows a login interface for the Library of Congress. On the left is the 'LIBRARY OF CONGRESS' logo. On the right, the title 'Authentication' is at the top, with a 'Start Over' link. Below the title are two input fields: 'username' and 'Password'. The 'Password' field is currently empty and has a blue border. At the bottom right is a blue button labeled 'Next'.

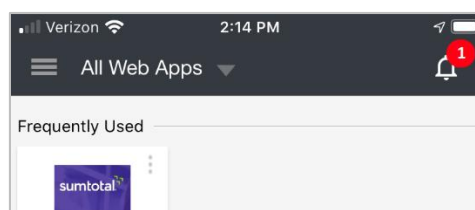
5. Select the multi-factor authentication option of your choice from the drop down menu, then click **Next**:

The image shows a screen titled 'Additional authentication required to continue with this action.' It displays the email 'name@lib.loc.gov'. Under the heading 'Authentication Method', there is a dropdown menu currently showing 'Mobile Authenticator'. Below the dropdown is a list of options: 'Mobile Authenticator' (highlighted), 'Third Party Authenticators', 'Phone - *** ** 3034', 'Phone - *** ** 5741', and 'FIDO U2F Security Key'.

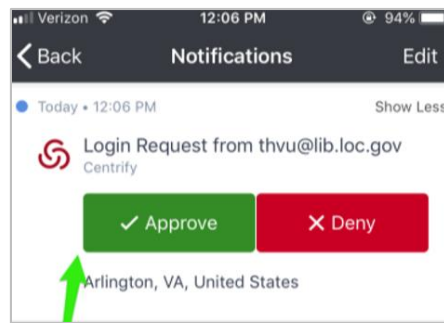
A. Mobile Authenticator

Mobile Authenticator allow you to log-in with the Idaptive application on your mobile phone. (Instructions on how to [Establish your Centrify and Idaptive Accounts](#))

- I. Select the Mobile Authenticator option.
- II. On your Library-issued or personal mobile phone, open the **Idaptive** application:
- III. Tap the **notification bell** on the top right of your Idaptive app screen:



- IV. In the notifications screen, tap the **Approve** button:



B. Third Party Authenticators

Third Party Authenticators (such as Google Authenticator) allow you to use an authentication app other than Idaptive to log-in if you have it on your mobile device. (Instructions to [add a Third Party Authentication Application.](#))

- I. Select the third party authenticator option.
- II. Open the application and follow its authentication instructions.

C. Phone Call

The phone option allows Idaptive to call any number you have entered into the system, and prompts you for a special pin number. (Instructions to [add and edit Phone Call Authentication and PIN/](#)

- I. Select a Phone Call to the number you have established to serve as an authentication method.
- II. Answer your phone and follow the instructions to enter your established PIN.

D. FIDO U2F with Security Key (PIV Token)

FIDO (Fast ID Online) allows you to use your Library issued PIV Token to authenticate yourself for WebTA on your personal device. (Instructions to [activate MFA with FIDO for your PIV Token.](#))

- I. Select **FIDO U2F with Security Key** if you have activated FIDO authentication for your Library PIV token.
- II. When prompted, insert your PIV token into your computer's USB drive:



- III. Tap the flashing button at the center of your PIV token:



6. Click the **Accept Terms and Conditions** button:

WEBTA™

Accept Terms and Conditions

This computer system is a property and/or operated on behalf of the Library of Congress and may be accessed only by authorized users. Users may access and use the Library's computer system only for official business and in accordance with Library regulations. Any usage of the Library's computer system is subject to monitoring by the Library and inappropriate usage may subject the user to loss or limitation of system access rights, adverse administrative action, and criminal prosecution. By accessing and using the Library's computer system, users are consenting to monitoring of their activities and communications on the system.

Accept Terms and Conditions

7. The WebTA homepage will be displayed:

WEBTA™ Employee Inbox [0] Settings Help Log Out

Employee Main Menu

Time	Messages
Timesheet	Send Message To Timekeeper
Timesheet Summary	
Processed Timesheets	
Leave Requests	Accounting
Premium Pay Requests	Accounts
Leave Balances	Leave Transfer Program
	Leave Donations

Reports

Reports

My Saved and Scheduled Reports

8. Use WebTA normally.

If you have any issues logging-in to WebTA, contact HCD through the Human Capital Services Portal at [AskHCD](#).

If you need other technical assistance, contact the OCIO Service Desk at ocioservicedesk@loc.gov or (202) 707-7727